



Gilbert Special Events 2017-18 Vendor Interest Application

Fri., October 27th 4pm-9pm
Sat., October 28th 9am-3pm

Gilbert Heritage District-Western Powerline Trail

The Gilbert Special Events staff will review all applicants based on booth presentation, appropriateness to theme of the event, prior participation at Gilbert events, and product offering/pricing.

All accepted applicants will be notified via email or phone, and will be required to return a signed copy of the vendor procedures along with all required fees, business licenses and insurance forms (if applicable).

If accepted all fees and required documents will be due by October 12th.

About You and Your Organization

All event documents will be sent to the person and address listed on the application, so please help us out by being accurate and clear!

Name of Business/Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person(s): _____

Primary Phone #: _____ Secondary Phone #: _____

General description of product and price range:

E-Mail Address: _____ Website Address: _____

Best way to contact you? ☐ No Preference ☐ Email ☐ Phone ☐ Regular Mail

I, (print your name) _____ as the authorized agent for the above named organization agree to hold the Town of Gilbert harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment or personal property which I may have on the grounds of a Town of Gilbert special event and any injury or damage that might be caused to others arising from my organization's participation in this event. I also understand that the Town of Gilbert will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of event patrons. I also certify that the above named organization is in compliance with all State health and tax regulations and if applicable, operations are appropriately permitted by Maricopa County. All requests are subject to acceptance by Town of Gilbert staff and their decision is final. I understand that my signature holds me responsible for the information on this agreement. By signing below I agree to abide by the rules and conditions set forth by the Town of Gilbert. If you are accepted and have been formally notified, additional fees may be paid in one of two ways: Credit Card or Check (which can be made directly to the Town of Gilbert- Parks and Recreation/ Special Events).

Signature: _____ Date: _____ Print Name: _____

Vendor Fees

(Please check all that apply to your needs)

For Office Use Only:

Code: SE129 Date Recvd:

DO NOT SEND VENDOR FEES UNTIL APPLICATION HAS BEEN

- **Vendor Interest Application Due by Sept. 21st.**
- **Early Bird Interest Application: Forms submitted by Aug. 31st will receive a \$25 discount if accepted.**
- **Vendors will be notified within 14 days of receipt of application if accepted.**
- **This is a two day event. Vendors are expected to attend both days. NO EXCEPTIONS.**
- **Power will be supplied for lights only Fri. 6-9pm.**

VENDOR FEES (Non-refundable) ☐ **Informational/Retail** ☐ **Artist/Crafter**

10x10 Booth Space \$100.00 ☐

10x15 Booth Space \$125.00 ☐

10x10 Corner Booth Space \$150.00 ☐

☐ **Snack Food Vendor** ☐ **Beverage Vendor**

10x10 Booth Space \$200.00 ☐

10x20 Booth Space \$225.00 ☐

Electricity for booth space & operations all other hours ☐ \$50

☐ **Food Truck (Power Not Available)** ☐ \$125 per day ☐ **Friday only** ☐ **Saturday only** ☐ **Both**

APPLICATION CHECKLIST

The following information is required for ALL APPLICATIONS (applications NOT including the following will not be considered):

- ☐ Completed Application
- ☐ Space requirements/ footprint diagram with measurements
- ☐ Description of product and price list.
- ☐ Booth Photo

RETURN APPLICATION TO:

Mail: Gilbert Parks and Recreation Department/Special Events
90 E. Civic Center Drive, Gilbert AZ 85296

Fax: (480) 503-6204 **Email:** Dina.Lopez@gilbertaz.gov